



**TOWN OF NORTH ANDOVER
FINANCE COMMITTEE**

Meeting Minutes

Meeting Date: 25 February 2010

Meeting Location: Town Hall, First Floor
Conference Room

Meeting Called to order: 6:35 PM

I. FinCom Members in Attendance

Mark Rodgers-MR, Chairman	X	Ramsey Bahrawy -RB	X
Peter Besen-PB, Vice Chairman	X	Bonnie Wilkinson-BW	X
Ben Osgood-BO		Carlos Bielicki-CB	X
Jean Sullivan-JS	X	Thom Dugan-TD	X
Alan LeBovidge-AL	X	Herb Cunha-HC, Minutes	X

Non FinCom Members in Attendance

OTHERS: Lyne Savage, LS-Town Accountant
Christopher Hottel, CH-Supt. Schools
Stan Limpert, SL-Vice Chair. School Committee
Chris Nobile, CN-School Committee
William Martineau, WM-Chief Fire Department
Bruce Thibodeau, BT-Director DPW
Joe Piantedosi, JP-Director Facil.Mgmt Andover

Note: All FINCOM votes are subject to change upon receipt of new information.

II. Previous Minutes Approved

DATE: 18 Feb 2010 Approved with change, pg 2, line 1, 150e. Vote: Motion MR, Seconded AL,
Yes-Unanimous

III. New Business

AGENDA ITEM: A. Facilities Discussion with Joe Piantedosi

Discussion -JP: He presented power point charts showing his Organization, Benefits, Organization background, Obstacles he overcame, Focus Areas, Town Projects and Accomplishments, Comparison of Personnel rates for his members and subcontractors, and a School Maintenance Report for FY 2009. He has a very broad background relating to his areas of responsibility. Town fields and school space is available on a rental fee basis. His materials management person orders all of the materials for plant and facilities work orders, selects materials and trains maintenance members on proper use via manufacturer's Material

AGENDA ITEM: **A. Facilities Discussion with Joe Piantedosi, continued**

Discussion: Safety Data Sheets, and orders on a JIT (Just in Time) basis to minimize on hand inventory and for timely use on pending work orders. All work orders with schedule and labor requirements are tracked in an online maintenance system. He also uses software to track work orders and materials for the schools, called School Dude. Completion of work orders is also tracked for accurate accounting and planning. Individual schools are responsible for their own custodians. Joe has talent to do maintenance tasks with his own personnel, cross-trained members to do more than one discipline and uses subcontractors as required. He has his own budget, which includes budget articles on a Five-year plan. His total budget is \$4.4M. He has put in energy monitoring systems as well as sensors for carbon dioxide control that have improved the system safety as well as reduced energy costs. Savings for energy have been \$100k per year. His digital control of HVAC has supported these savings. He indicated that a Facilities Manager has to be certified, knowledgeable, a team player and able to work successfully with all town department to perform this assignment. Details of his activity are on the Andover Town Website.

AGENDA ITEM: **B. CIP-Senior Center Roof Repair**

Discussion: -BT: This roof is flat and will be stripped down and replaced.

Vote Taken: AL made a motion to approve CIP funds of \$26k for the Senior Center Roof Repair. Seconded by CB. Vote: Yes- unanimous.

AGENDA ITEM: **C. CIP-Kittredge Sprinklers**

Discussion: -CH: change in State Law requires that a plan be in place by 1 Dec 2010 and installation of sprinklers by 1 Dec 2011. The modular building currently being constructed will have piping installed for later installation of sprinklers. Building is planned to be in place for 2011-2011 School Year.

Vote Taken: PB made a motion to approve CIP funds of \$450k for installation of Kittredge School sprinklers. Seconded by CB. Vote: Yes-8, No-1 (AL), A-0.

AGENDA ITEM: **D. CIP-Fire Department Radios**

Discussion: -WM: Fire Department radios are currently on the 800 band along with public cell phones. There are also areas in Town where transmission is limited. MEMA performed a study of the present transmission system and recommended replacing the repeaters, which will help with dead spots. The Motorola radios now being used have not been replaced for close to 20 years, and are they are no longer servicing these portable and mobile radios.

Vote Taken: AL made a motion to approve CIP \$452k for Fire Department communications equipment that includes radios, repeaters and transmission equipment. Seconded by RB. Discussion-RB inquired about life as being at least 10 years, WM indicated, yes. Vote: Yes- 7, unanimous. Note: PB had already left meeting prior to this vote.

AGENDA ITEM E. New Business-None

Discussion:

III. Old Business/Non-Agenda Items

NON-AGENDA ITEM: **None**

Discussion:

IV. Next Meetings

Thursday, 2 Mar 2010 Town Hall, 6:30 PM

V. Adjournment

Motion: AL
Seconded: CB

Unanimous
Time: 9:45 PM

ACTION ITEMS

C=Complete

ITEM #	ACTION ITEM	INDIVID.	COMPL. DATE	STATUS
1	Send out financial assumptions model, update with actuals, 2009 model	MR	19 Nov	C
2	Contact Art. and Wellesley for their financial models	MR	19 Nov	
3	Check on website for financial forecasting documents	PB	19 Nov	
4	Contact M. Rees to invite Andover Facility Manager to come to North Andover	MR	19 Nov	C
5	Email Rick Nardella, BOS, about vacant Bradstreet School for planned action	MR	19 Nov	C
6	Revise forecast and CIP in analysis	MR/TD	7 Jan	C
7	Bring binder with budget for BW to review	MR	7 Jan	C
8	Convert minutes and Agenda to PDF format and sent to Peter for posting.	MR/HC	11 Jan	HC to format-C
9	Email a request to Matthew Killen and Sch Comm. to requote the IT proposal with alternative equipment and also look for the same products at different vendors with the intent of lowering the price of the project.	MR	4 Feb	
10	Provide a format for a position list, with columns such as FTE levels, salaries, etc. He will send to MR and MRees. Entries can then be made.	TD	25 Feb	
11	Prepare schedules for CIP Articles/voting A/R and Department visitations to FINCOM.	MR	18 Feb	
12	Schedule a Warrant Article on contracts for a vote.	MR	18 Feb	
13	Send email to MRees and Bruce about possible directing lower cost for Waverly Road project.	MR	25 Feb	